

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice TB-1095**

**For:** Tobacco State and County Offices and KCAO

**Crop Year 2004 Tobacco Referendum Supplies**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Marketing quota referenda will be conducted in early 2004 for the following kinds of tobacco:

- flue-cured - types 11-14
- burley - type 31
- cigar-filler - type 41
- cigar-binder - types 51 and 52
- Maryland - type 32
- Virginia sun-cured - type 37.

**B Purpose**

This notice:

- provides instructions about supplies necessary to conduct the referenda
- informs State Offices that a supply of MQ-5's will be shipped directly to State Offices.

**C Contact**

If there are questions about this notice, call the Tobacco Division at 202-720-7413.

**Disposal Date**

June 1, 2004

**Distribution**

Tobacco State Offices and KCAO; State Offices  
relay to applicable County Offices

## **2 Nonquota Tobacco**

### **A Establishing Allotments**

Acreage allotments must be established for the following kinds of tobacco before the referenda is held:

- cigar-filler - type 41 in Pennsylvania
- cigar-binder - types 51 and 52 in Connecticut and Massachusetts
- Maryland - type 32 in Maryland, Pennsylvania, and Virginia.

### **B Obtaining History Acres**

FSA-311 may be used to obtain history acreage for establishing 2004 crop year allotments. A supply of FSA-311's will be provided to each State Office for nonquota tobacco.

### **C Dataloading History Acres**

County Offices shall record history acres in the applicable tobacco farm crop record using the farm crop correction application according to 1-TB SCOAP, paragraph 235 and Exhibit 21.12.

## **3 State Office Action**

### **A Inventorying Referendum Supplies**

State Offices shall inventory referendum supplies to ensure that supplies are adequate for conducting the scheduled referenda. Review 1-PA and 15-AO for preparing and assembling ballot envelopes.

### **B Ordering Referendum Supplies**

After referendum supply needs are determined, State Offices shall:

- order MQ-7's, MQ-8's, FSA-73's and opaque envelopes from the KCAO warehouse
- order white envelopes, style 435-D (size 4 1/8 by 9 1/2 inches) from a GSA supply source
- upon receipt, distribute supplies to applicable County Offices.

### **C Supply of FSA-311**

State Offices with nonquota tobacco shall provide a supply of FSA-311's to applicable County Offices with instructions for use.